DCU Data Submission Checklist

✔ Courses

1. Click on the **Courses** button in the Navigation panel
2. Select your department
3. Under Course List select Show All and check the Expanded View box
4. Go through the components making sure that each **active** component has correct
   a. max enrollment
   b. pattern or forced time
   c. room request information (or forced departmental room)
   d. instructor
   e. billing and credit hours
   f. session (e.g. Day, Evening or Unscheduled).
5. DO NOT Print the summary report. You will have access to DCU (to add/remove instructors and view the data you entered in the DCU) after the February 1st deadline.

✔ Instructors (STA requests)

1. Click on the **Instructors** button in the navigation panel
2. Under Instructor List select Show All and check the Expanded View box
3. For each instructor make sure that the following information is correct:
   a. instructor requirements (free text comment), if any
   b. instructor constraints (AM/PM/EM preferences), if any
   c. instructor unavailabilities (STA requests), if any
   d. assigned deliveries
4. If at least one instructor in your department has a Special Timetabling Arrangement (STA) request, print a summary report, get it signed by you Chair and send to SES no later than February 1, 2017. Instructions on how to print a summary report can be found here: [http://carleton.ca/ses/wp-content/uploads/Special-Timetabling-Arrangements-2.pdf](http://carleton.ca/ses/wp-content/uploads/Special-Timetabling-Arrangements-2.pdf)
✔ Meetings

1. Click on the Meetings button in the navigation panel
2. Under Meeting List check the Expanded View box
3. Make sure that
   a. start and the end times of the meeting are correct and on pattern;
   b. all instructors that need to attend the meeting are listed (including “fake” instructors, if any);
   c. you have created a meeting record for both 201730 and 201810 terms.

Note that departmental meetings should not be longer than 3 hours and must be on pattern! All exceptions must be approved by the University Timetabling Committee.

✔ Academic Blocks (FREN & ECOR only)

1. Click on the Academic Blocks button in the navigation panel
2. Under Academic Blocks List select Show All and check the Expanded View box.
3. For each academic block verify the block size and the components. Make sure that all components are active.

✔ Course Combinations

1. Click on the Course Combination button in the navigation panel
2. Under Course Combinations select Show All and check the Expanded View box.
3. For each course combination make sure that
   a. Student count is reasonable
   b. Number of courses in a course combination preferably should not be more than 6
   c. All courses in the course combination have the same program and level
   d. Category is correct for every course in the course combination (C = core, E = Elective, O = Optional). If you wish to change the category for a course, enter a comment in the Requirements box on the Course Combination Editing screen (see below).
Cross-listed courses

1. Click on the Component Groups button in the navigation panel
2. Scroll to your department
3. Click on each cross-listed group for your department and verify that the combined max enrollment for the cross-listed courses is correct (for cross-listed courses room assignment is based on combined max enrollment) and all components are active (green dot). Note that you can click on a component (in the Component column) to check the individual max enrollment.

Group ID displays the courses – members of the group. For example, BIT 2100 A is cross-listed with STAT 2507 D. Under Components Groups in the navigation panel, look for the group “BIT2100W A, STAT2507W D.” If the group is not found, look for the group “STAT2507W D, BIT2100W A.” The fastest way to find out if a component is cross-listed is to check the Component Editing screen:
1. Click on the **Courses** button in the Navigation panel
2. Select your department
3. Drill down to the **Component Editing** screen for a component that is supposed to be cross-listed with another component.
4. If a component is cross-listed there will be a CROSS_LISTED group under Component Scheduling Groups (see below).

![Component Editing Screen](image)

---

✔ **Full-year courses**

1. Click on the **Courses** button in the Navigation panel
2. Select your department
3. Click on the **Component Groups** button in the navigation panel
4. Scroll down until you reach the component groups that start with zFY.
5. Every full year course must have a component group (e.g. zFY ECON1000 D) that consists of the Fall and Winter components of the course.
6. Click on each group ID and verify that both components are active (green dot)
If the full year group is not created, the components are not going to be scheduled at the same time in both terms. The fastest way to find out if a course is part of a full year group is to check the Component Editing screen:

1. Click on the Courses button in the Navigation panel
2. Select your department
3. Drill down to the Component Editing screen for a component that is supposed to be part of a full year group.
4. If a component is part of a full year group, the group will be displayed under Component Scheduling Groups (see below). The group name will start with zFY.
✓ TA ties

If you used TA ties in previous years, make sure that you update TA Ties in the SZATTDT form in Banner. Run SCH_TA_TIES_VALIDATION_REPORT and verify your TA Ties.

✓ Prerequisites

Run SCH_COURSE_LEVEL_PREREQ report for the 201730 term and verify that prerequisites for your courses at the course level are correct. Note that this needs to be done before April 8, 2017th.

✓ Restrictions

Registration restrictions were rolled over from last year and downloaded into the DCU. You can work on your restrictions in the DCU, or in Banner after the first upload (May 2nd, 2017). If you wish to update your registration restrictions in the DCU, run the SCH_CHECK report for 201630 – 201710, review the restrictions and make the necessary changes in the DCU.

✓ Reserved Seating

You can work on your restrictions in the DCU, or in Banner after the first upload (May 2nd, 2017). However, before completing your work in the DCU make sure that the max enrollment for courses with reserved seating is correct.

✓ Conflicts

If you force courses into a departmental room, run the Conflicts report to check for conflicts.

1. Click on the Courses button in the Navigation panel
2. Click on Conflict(s) reports
3. Select your department
4. Click on Generate Report
5. Check the Expanded view box and review the conflict report.

Note that you can view the timetable for your departmental room under Rooms.